



## **ELECTRICIAN**

The U.S. Embassy in Canberra is seeking an individual for the position of Electrician in the Facility Management Office.

Salary: A\$53,666 p.a. + superannuation benefits

Hours: 40hrs/week, Monday to Friday.

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

- 1. Completion of secondary school (Year 10) and Electrical Trade qualifications is required.*
- 2. Three years post trade experience as an Electrician, and possession of a current and valid Australian Electrical License is required.*
- 3. Level 4 (Fluent) written and spoken English is required. This will be tested.*
- 4. Thorough knowledge of all electrical codes and regulations, demonstrated ability to apply best OH&S practices, and knowledge of electrical equipment maintenance procedures is required.*
- 5. Must have basic computer skills.*
- 6. A current driver's license that enables the individual to legally drive in Australia is required.*

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 by **5 March 2010**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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**POSITION TITLE:**  
**ELECTRICIAN**

**POSITION GRADE LE- 6**  
**(STARTING SALARY A\$53,666)**

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**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

Responsible for all electrical maintenance to the 50 Government Owned residential properties, the 14 separate structures erected on the grounds, the Embassy warehouse and the leased Public Affairs Offices. This includes all routine, scheduled, preventative and emergency maintenance operations. Is directly supervised by the Maintenance Supervisor (MS). As directed by the Facility Manager (FM) and Maintenance Supervisor, may also undertake limited maintenance operations in Short Term Lease (STL) properties. Responds to maintenance requirements identified through the work order system, regular inspections of properties and phone calls.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Susan Pietsch at (02) 6214 5709.

**Major Duties and Responsibilities**

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|-----------------------------------------------------------|-----|
| 1. Performance of electrical maintenance operations       | 75% |
| 2. Performance of Fire Protection/Carbon Monoxide Program | 10% |
| 3. Performance of other duties as directed                | 10% |
| 4. Occasional money holder                                | 5%  |

1. Performance of electrical operations

The major function of this position is to perform all maintenance operations to the electrical lighting and power supply as outlined above. This includes all security lighting maintenance and on occasion the complete installation of new/upgraded security lighting. Performs all technical aspects of the position with a significant level of independence. Reports to the Maintenance Supervisor on the condition of GOP lighting, fixtures and power supply. Makes recommendations as required for the periodic replacement of such equipment with particular emphasis on the use of energy saving lighting fixtures where possible. Updates the maintenance records of all electrical switchboards on the compound buildings and GOP, recording locations and number of circuits of equipment onto the maintenance database. Completes in a timely fashion all maintenance work other agencies and tenants as to the scheduling of work. Schedules the replacement of electrical equipment to be undertaken during a period of vacancy between occupants. Provides technical guidance, advice and recommendations to the Maintenance Supervisor and Facility Manager on electrical projects. Provides reports to the Maintenance Supervisor and the POSHO (Post Occupational Safety and Health Officer) on any electrical mishaps or breaches of electrical safety performed by

others or that may be identified during routine inspections. On occasion will recommend contracted labor and assists in the development of detailed scopes of work for any major repairs or electrical installations. Perform inspections on such contracted work to assure that the work performed is of the highest professional standard and that it complies with the SOW. Reviews with the Maintenance Supervisor all requirements for the replacement of tools and equipment and supplies for stock. Works with the Contracting and Procurement section on the frequent use of Purchase Orders and Blanket Purchase Agreements already set up with local contractors and suppliers. Reports all mishaps and OH&S issues in a prompt manner to the Maintenance Supervisor for action. Is available for after hours call outs for urgent repairs.

## 2. Performance of Fire Protection/Carbon Monoxide Program

Responsible for the maintenance of the residential Fire Protection/Carbon Monoxide Program at post. All residential properties will have fire extinguishers, smoke detectors and carbon monoxide detectors installed as per POSHO and SHEM (Safety Health and Environmental Management) requirements. This includes the annual maintenance of fire extinguishers, smoke detectors and carbon monoxide detectors. All GOP will be maintained during the Annual Inspection Survey and STL properties will be maintained in accordance with the Preventative Maintenance Program. All new STL properties will have smoke detectors, fire extinguishers, and carbon monoxide detectors installed prior to the occupancy of the property. Records of all extinguishers, smoke detectors and carbon monoxide detectors will be updated on the property database.

## 3. Performance of other duties as directed

As directed by the Facility Manager and Maintenance Supervisor performs other duties to include but not limited to providing escort to contractors on site, assistance to other trades within the facilities workshops, assist other agencies as required, assist in the preparations for special events or functions in non trade related tasks.

## 4. Petty Cash

On occasion handles petty cash for the purchase of materials and equipment needed to perform maintenance work.

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 10) and Electrical Trade qualifications is required.

2. Three years post trade experience as an Electrician, and possession of a current and valid Australian Electrical License is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Thorough knowledge of all electrical codes and regulations, demonstrated ability to apply best OH&S practices, and knowledge of electrical equipment maintenance procedures is required.
5. Must have basic computer skills.
6. A current driver's license that enables the individual to legally drive in Australia is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of

their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

### **THE DEADLINE FOR APPLICATIONS IS 5 MARCH, 2010**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.